

REAL ESTATE BOARD

FREQUENTLY ASKED QUESTIONS

How do I contact the Board office?

You may reach the Board office by phone at 804-367-8526 or 804-367-8552, by fax at 804-367-6946, or by e-mail at reboard@dpor.state.va.us. Additionally, if you have information that you would like to mail to the Board, please send it to:

Real Estate Board
Department of Professional and Occupational Regulation
3600 West Broad St.
Richmond, VA 23230-4917

When I call the Board office, will I be able to speak directly with a Board member?

No. The Board members do not work in the Board office. The Board members are practicing professionals with various businesses in Virginia. They come into the Board offices for Board meetings and hearings, but are not here on a daily basis. The Board staff is here for you to contact with any questions you may have; contacting Board members directly is not appropriate. The Board office staff can answer your questions and are trained to process all information that comes into the Board office.

What are the qualifications for licensure?

Salespersons must complete 60 hours in the principles of real estate and pass the State and National portions of the salesperson examination. Brokers must complete 180 hours of education, pass the State and National Portions of the broker examination, and submit verification of experience (actively engaged as a salesperson for 36 out of the 48 months preceding application for licensure).

What are the broker education requirements?

A total of 180 classroom hours of Board approved courses are required. Courses deemed substantially equivalent to those courses approved by the Board may also be accepted. Proof of passing the course and a monitored final examination are required for course approval. You must complete at least three courses from the below-listed broker specific courses. One of the three must be a 45 classroom hour real estate brokerage course.

Broker-specific Courses

Real Estate Brokerage

Real Estate Law

Real Estate Finance

Real Estate Appraisal

The remaining hours may be broker related courses.

Broker-related Courses

Real Estate Economics	Business Law
Real Estate Investments	Property Management
Real Estate Abstracting	Urban Developments
Real Estate Feasibility Analysis	Commercial Mortgage Lending
Real Estate Math (completed before 12/86)	Land Use Planning
GRI (all parts)	CRB (all parts)
CCIM (all parts)	SIR/SIOR (all parts)

Note: The maximum allowable credit for a single broker-specific course is 60 hours and 45 hours for a single broker-related course. Any principles of real estate course taken to meet the salesperson education requirement is not acceptable to meet the broker education requirement.

I am licensed in another state and wish to get licensed in Virginia. Can I apply through reciprocity?

Yes. Applicants for a salesperson's license must pass the State portion of the examination and submit verification of completion of 60 hours in the principles of real estate **or** verification of experience (actively engaged as a salesperson for 12 of the 36 months preceding application for licensure), and submit letters of certification from other jurisdictions where licensed. Applicants for a broker's license must pass the State portion of the examination, submit verification of experience (actively engaged as a salesperson or broker for 36 out of 48 months preceding application for licensure) and submit letters of certification from other jurisdictions where licensed.

How do I apply for the examination?

Contact the Board's Testing Service, PSI, at 1-800-733-9267.

I am licensed in Virginia. I am applying for licensure in another state, but they are requesting verification of my Virginia licensure. What do I need to do?

Please send a check for \$25 made payable to the Treasurer of Virginia, along with a written request for a letter of certification. State whether the certification should be sent to you or directly to the other state board.

I need to renew my license, but I have not yet received my renewal form. What do I need to do?

Send in the renewal fee, make checks payable to the Treasurer of Virginia and include your license number on your check. Please note that if you wish to renew on active status, you must meet continuing education requirements. If you have had a change of address, include a letter with your new address. Mail this information to the Real Estate Board, Department of Professional & Occupational Regulation, 3600 West Broad Street, Richmond, VA 23230-4917. You CANNOT continue to practice in Virginia after your license has expired or if your license is on inactive status.

My renewal payment was one day late and I have always paid on time, can you waive the late renewal fee?

No. The Board's regulations permit a 30 day grace period in which a license may be renewed without penalty; therefore, your payment is actually 31 days late. Staff cannot waive the fee. Regulation 18 VAC 135-20-140 B states that if the requirements for renewal of a license, including receipt of the fee by the board, are not complete within 30 days of the expiration date, a reinstatement fee is required.

If I did not renew my license on time because I did not receive my renewal card, do I still have to pay a late fee or reinstate my license?

Yes. Regulation 18 VAC 135-20-110 states that failure to receive the renewal notice does not relieve the licensee of the obligation to renew.

My license is on inactive status. Do I still need to renew?

Yes, an inactive license must be renewed. The renewal fee is the same, however, an inactive licensee is not required to meet the continuing education requirements.

Does the Board office use the date of receipt or the postmark date to determine whether or not an application or renewal was received on time?

The date the application or renewal was *received* in the agency determines whether it is on time, *not the postmark date*. If the renewal fee is received after the due date, you will be required to pay the reinstatement fee. If the reinstatement fee is received after the due date, you will be required to reapply for licensure, meeting all current requirements.

My address has changed. What do I need to do to notify the Board?

All address changes must be received by the Board in writing. Individuals must provide a home address, a P.O. Box is not acceptable. Firms must return all licenses along with their request for an address change.

My name has changed. What do I need to do to notify the Board?

All name changes must be received by the Board in writing. For a personal name change, you must submit a copy of a marriage certificate, divorce decree, court

order, or other documentation which verifies the name change. All firms requesting a name change must return all licenses to the Board. Corporations or limited liability companies (including PCs and PLLCs) must submit State Corporation Commission documentation to verify the new name. Sole proprietorships trading under a fictitious name must submit a copy of the certificate filed with the clerk of the court in their locality.